

the don't-miss-a-thing

OFFICE RELOCATION

———— CHECKLIST ————

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There are many reasons why a business would need to relocate, and they are normally a combination of the following:

-  Growth, expansion or contraction of staff levels
-  Your need to increase efficiency
-  A desire to enhance your corporate image
-  A desire to improve your bottom-line profits
-  The need to retain or attract key staff
-  To be nearer or further away from your competition
-  A rent review or a lease renewal is imminent

Relocating can be extremely beneficial, but if not planned and executed properly, it can prove to be disruptive and costly. It makes sense therefore to select the best company to guide you through the planning and implementation phases of your relocation and fit-out. The risks of getting it wrong can be catastrophic for your organization.

The earlier you start planning your office relocation, the better. By giving yourself plenty of time to either orchestrate the move yourself or oversee an external company to do so, you won't feel rushed into making decisions or act hastily. If you decide to conduct the move yourself, ensure you know what you're looking for, the budget you're working under, and the timeframe you need to abide by.

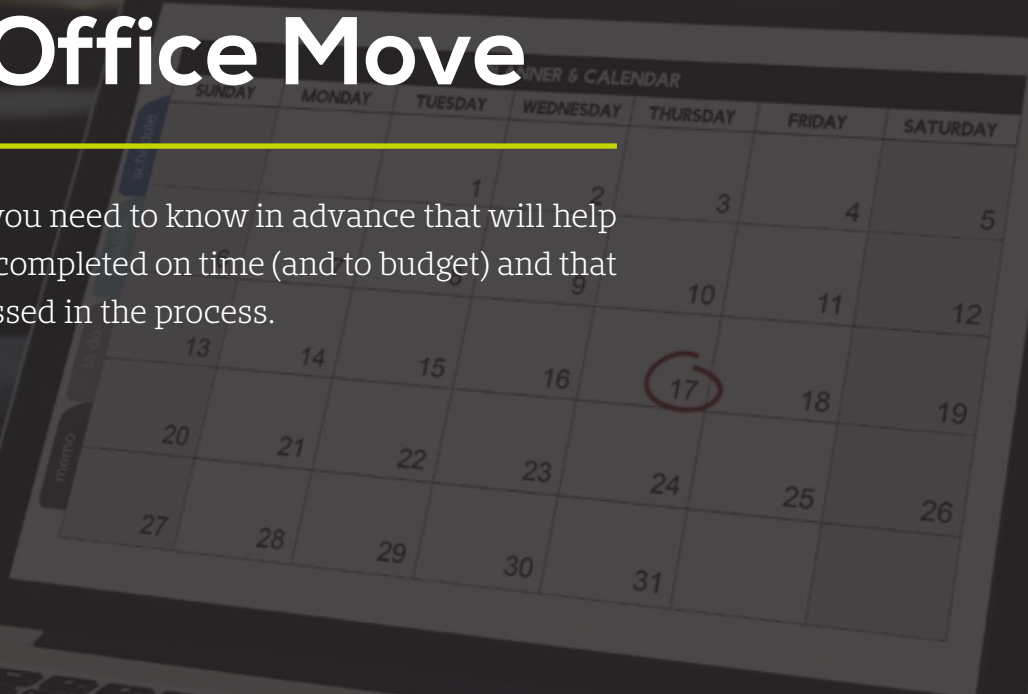
It's usually easier to opt for external help. There are companies that specialize in office relocation, and will know how to go about finding your next property, transitioning the workforce, dealing with office interior design, and settling all the queries that are likely to come up.

To ensure you choose the right specialists, do your research! Find out what companies work with others in your industry or others of your size, and be sure to ask for testimonials or case studies. The more experienced a company is, the smoother your move will be.

On the following pages we've given you a guide to a smooth office move with checklists in each area for you to refer back to along the way.

Know Important Dates In Advance To Ensure A Smooth Office Move

There are some key dates you need to know in advance that will help ensure your office move is completed on time (and to budget) and that nothing important gets missed in the process.



important dates checklist

- ☐ Termination of existing lease
- ☐ Notification to current landlord
- ☐ Determine the date you need to be in new office
- ☐ Target date for identification of new office
- ☐ Completion date for lease negotiations
- ☐ Commencement and completion date for fit-out/refurbishment of new office



Put Together An Internal Team

Putting together the right team of people to manage an office move is a vital step in the process. It's unlikely that any one member of your staff has the skills, time and experience to manage an office relocation project alone.

Appoint a suitable move project leader. This person should budgeting experience, great communication skills, a good organizer, have authority, be respected and carry influence in your company.

your team checklist

☐ Move Project Leader

Include a representative from each key department
on the office relocation team:

☐ Facilities Director / Manager

☐ Finance Director / Controller

☐ IT Director / Manager

☐ Operations Director / Manager

☐ Human Resources Director / Manager

☐ Marketing Director / Manager



Select The Ideal Office Build Partner

The office design build specialist you select will need to be knowledgeable about your business needs and aspirations. It is, therefore, vital to allocate time to briefing meetings where ideas and suggestions are discussed.

Your ideal fit-out specialist should have all of the key disciplines in-house to fulfill your project, including project management and space planning.

build partner checklist

- ☐ Key disciplines in-house
- ☐ Strong design ability
- ☐ Track record
- ☐ Financial stability
- ☐ Health & safety record
- ☐ Insurance coverage
- ☐ References
- ☐ Ability to visit completed projects
- ☐ Experienced team
- ☐ Value for money

Commission A Work-Place Study To Boost Employee Productivity

To get the most out of your office space and boost your team's productivity, you need to provide a working environment that ensures your business is operating at peak performance. An effective workplace study will study your business and identify efficiencies in space and look at the different ways in which your workplace can be optimized for future use. This impacts on employee productivity, operational efficiencies, culture and ultimately, your brand.

workplace study checklist

- ☐ Staff survey / questionnaire
- ☐ Company structure
- ☐ Departmental headcount
- ☐ Staff adjacencies
- ☐ Facilities required i.e. breakout areas, meeting rooms, comms room
- ☐ Current and future space usage
- ☐ Open plan / cellular storage requirements
- ☐ Calculate the amount of space you will need
- ☐ Produce briefing document



Understand How Design Influences Office Culture And Productivity

Too many companies overlook the importance of good office design. Typically, they will put a lot of time and effort into the day to day running of their business, but ignore the details of their surroundings.

You see this all the time - a business, with excellent operations and increasingly impressive revenue numbers, are working out of an office which is falling apart around them.

The fact is, office design is very important for a number of reasons. If your staff have a functional, comfortable space to work in, they are more likely to be happy in their job. And when they are happy in their job, they do better, more productive work.

design & culture checklist

- ☐ Reinforces company's identity
- ☐ Reflects company's image
- ☐ Meets the demands of the business
- ☐ Fit-out partner has in-house designers
- ☐ Fit-out partner understands your business
- ☐ Fit-out partner demonstrates a passion for design

An overhead, top-down view of several people sitting around a large wooden table. They are using various electronic devices: a smartphone, a laptop, and multiple tablets. The scene is dimly lit, with the primary light source coming from the devices' screens. The people are seen from above, showing their heads and shoulders. The table is a light-colored wood with a visible grain. The overall atmosphere is professional and collaborative.

Fully Investigate Your IT Options

On day one in your new office, it is vital that all of your equipment, IT systems and phones are fully functional. For any of this to happen, you need to plan ahead.

You will need to plan for IT relocation, look at business continuity and disaster recovery issues, ensure there is no disruption to services, upgrade equipment where necessary, keep existing phone numbers, look at network cabling requirements and consider less expensive phone systems.

A new move is also a good opportunity to consider what solutions virtualization and/or cloud computing might be able to offer your organization.

i.t. checklist

- ☐ Discuss your IT and phone requirements with IT and telecoms consultants
- ☐ Decide on IT and telecoms infrastructure in new office
- ☐ Draw up inventory of all equipment and audit future requirements
- ☐ Identify any equipment that needs upgrading or replacing
- ☐ Review existing service providers
- ☐ Establish key installation dates with service providers
- ☐ Can you take existing phone numbers with you?
- ☐ Determine number of lines required at new office

Look At New Furniture Solutions

The right tables, desks, chairs, and accessories can greatly improve the productivity of your staff. Your choice of workstations, boardroom tables and more can impact the overall ambiance and functionality of your office. This makes it important that you take the time to find the right pieces when updating your space or outfitting a new one.

Your office furniture can also play a huge role in creating the mood in your office. Whether you want to convey a vibrant, active feel or a calm, serene one, you can use your choice of desks, chairs and more to do that.

furniture checklist

- ☐ Availability
- ☐ Flexibility
- ☐ Warranties
- ☐ Design and appearance
- ☐ Cost
- ☐ Delivery
- ☐ Storage Seating

Communicate With Your Staff Early And Often

An office relocation can affect your staff in more ways than the obvious. For example: commute distance, worries of staffing requirements, pay cuts, business overhead issues, change in work hours, just to name a few.

Best practice suggests that you communicate early and often with your employees as you start your process to find your new building or space. Yes, even before contracts are signed. Think of it as a campaign with your employees. The key is to set and control a positive tone with your employees while setting their expectations.

communication checklist

- ☐ Departmental meetings
- ☐ Email notifications
- ☐ Notice board
- ☐ Layout plans on show
- ☐ Newsletters
- ☐ Welcome booklets
- ☐ Presentations

Getting Ready For The Move Day

When it's time to plan the physical move, use colour-coded stickers for furniture and equipment that will come to the new location, be recycled or donated or otherwise not be moved to the new site. Employee's' personal items to be shifted should be packed in sealed and labeled boxes for easy transport the Friday before a weekend move. While it's common for an entire office move to be started on a Friday evening and completed on Sunday night, some adjustments and set up on Monday morning are still to be expected.

move day checklist

- ☐ Ensure move date is booked with removal company
- ☐ Communicate plan to all staff
- ☐ Arrange for specialist removal of IT items
- ☐ Ensure new building is fully protected before removals start
- ☐ Provide crates and labels for all staff
- ☐ Dispose of all unwanted clutter
- ☐ Arrange for key personnel to be available

Conduct A Post Office Relocation Review

After your relocation and refit, it is essential that you review what you have achieved and measure this against your original objectives. You should evaluate how well your partnership with the fit-out specialist has worked.

relocation review checklist

- ☐ Feedback to relocation team
- ☐ Feedback to other professionals
- ☐ Staff feedback Correction of issues
- ☐ Forward planning
- ☐ Implement any training on new IT and/or phone systems
- ☐ Celebrate office move with staff and clients

Truspace

Truspace is innovating the way office design build is being done throughout Canada. We define, design and create sophisticated workspaces, taking care of everything in the process, so you don't have to. The end result is a truly inspiring work space your business and your people deserve.

Our in-house team of professionals have extensive and in-depth knowledge of how good office design can reduce real estate costs, boost business performance and help you keep and attract key talent.

Whether you are starting from scratch or looking to transform your current workspace, we take the time to truly understand the needs of your business and staff.

Contact us today and learn how we can combine your ideas with our expertise to create an eye-catching office design your business and staff deserve.

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